

EFT Quick Reference Guide

General EFT Information

Participation

State law requires all seller's permit holders whose average monthly tax payments equal or exceed \$10,000, to pay the Board of Equalization (BOE) taxes through EFT. Mandatory participants will be subject to penalties if they pay by another method (check, cash, or credit card). To register as an EFT participant, you must complete and return a BOE-555-EFT, *Authorization Agreement for Electronic Funds Transfer*. This form is available online at www.boe.ca.gov. On our home page, enter "BOE-555-EFT" in the search box.

Fax the completed form to 916-322-8457 or mail it to:

State Board of Equalization
Attn: EFT Group
P.O. Box 942879
Sacramento, CA 94279-0035

EFT Payment Methods

When you register as an EFT participant, you must select one of the following payment methods for your tax payments through the Automated Clearing House (ACH):

- ACH Debit – You initiate a payment to allow the BOE to transfer funds from your bank account to the BOE's bank account.
- ACH Credit – You initiate a payment with your financial institution to transfer funds from your bank account to BOE's bank account.

To be timely, your payment must settle (be deposited) into the BOE's bank account by the first banking day following your tax due date. The settlement date is also known as the debit date.

Filing Prepayments

If your reporting basis is quarterly prepayment and you are an EFT participant, you will not receive and are not required to file paper prepayment forms. However, you are still required to make an electronic payment for the prepayment period. Do not create or mail paper prepayment forms. If no tax is due for the reporting period, you must still make a zero-dollar transaction.

Filing Returns

You must continue to file your tax returns on a timely basis. Electronic filing (e-filing) makes your transaction entirely paper-

less while EFT sends only an electronic payment. Paper returns (not prepayments) must still be completed and sent when you make an EFT payment and do not e-file. Visit our website for more information.

Change EFT Registration Information

You must submit a new BOE-555-EFT to change:

- Payment methods
- Financial institutions (ACH debit only)
- Savings or checking account number (ACH debit only)
- EFT contact person or telephone number

Please allow 10 days for processing.

E-Filing Information

E-filing is available for most sales and use taxpayers, including EFT program participants, to file returns and prepayments as well as pay amounts due over the Internet. The BOE provides a free e-filing option, BOE-file. Visit our website www.boe.ca.gov for more information.

Benefits of E-filing

It's Convenient

- File and pay at the same time with no need to call in a separate EFT payment
- File from anywhere you can connect to the Internet
- File anytime, day or night – 7 days a week except for scheduled maintenance (Sunday 7:00 p.m. to Monday 5:00 a.m.)

It's Fast

- Immediate confirmation of filing
- Reduce the risk of submitting an incomplete return

It's Safe

- The latest hardware and software security ensures the safety and security of taxpayer information.

It's Free

- No cost for filing or for postage

Sales and Use Tax Electronic Funds Transfer (EFT) Program

ACH Debit Payment Method

Under this method, you initiate a payment to allow the BOE to transfer funds from your bank account to the BOE's bank account.

Cost

The state pays the cost to report an ACH debit transaction. You will only be responsible for the fees, if any, that your financial institution may charge you for the actual transfer of funds.

How to E-File and Pay Online

E-filing makes your transaction entirely paperless. Click on the e-file logo on our home page and let the website guide you through the process.

For Assistance

Call BOE at 800-400-7115 for:

- General assistance
- Payment inquiry
- Payment cancellation

Timely Payment

You must initiate your payment on or before the tax due date. If you initiate your payment on the tax due date, you must complete your transaction by 3:00 p.m. Pacific time.

Warehousing a Payment

You may designate a future banking day up to the tax due date as your effective date.

E-filing Confirmation Number

After you complete your e-filed return, prepayment, or payment, you will receive a confirmation number. This is your receipt that the BOE has received your transaction. Retain this number for your records.

For e-filing information, see publication 159, *E-file Guide*, or visit www.boe.ca.gov and enter "pub159" in the search box.



How to Make an EFT Payment

- **Internet**— www.govone.com/ca or www.boe.ca.gov and follow the "Make a Payment" steps for making an "EFT Payment Over the Internet"
- **Telephone**—800-554-7500
- **PC**—software and modem

Timely Payment

You must initiate your payment on or before the tax due date. If you initiate your payment on the tax due date, you must complete your transaction by 3:00 p.m. Pacific time and select the next banking day as your debit date. Refer to publication 80, *Electronic Funds Transfer Information Guide* for valid banking days.

Warehousing a Payment

You may designate a future banking day—not the current* date—up to 60 days in advance, as your debit date. The debit date is the date your payment transfers from your bank account to the state's bank account.

*Note: The banking day ends at 3:00 p.m. daily, Monday-Friday, excluding bank holidays. Therefore, the *current* date changes to the next banking day after 3:00 p.m. Pacific time.

Payment Reference Number

After you complete your payment, you will receive a reference number. Retain this number for your records. If you don't know if a payment went through or if you forgot to write down the reference number, perform a "Payment Inquiry."

Payment Inquiry

- **Internet**—www.govone.com/ca
- **Telephone**—800-554-7500
- **EFT Helpline**—916-327-4229

Payment Cancellation

- **Telephone**—800-554-7500

You may cancel a payment up to 3:00 p.m. Pacific time one banking day prior to the debit date. A cancellation reference number will be provided if you cancel a payment. Retain this number for your records.

Security Code

The security code gives you access to perform transactions on the state's data collection service. A temporary code of "0000" is created for accounts new to the ACH debit payment method. Before any transactions can occur, it must be personalized with any four digits of your choice before the first use. Retain this code in a secure place for future reference and to prevent unauthorized access to your account.

To create or change a personalized security code or reset a forgotten security code, contact the state's data collection service at 800-554-7500. Security codes cannot be changed or reset online at this time.

Information Needed to Make an EFT Payment

- **BOE Account Number** (8 or 9 digit seller's permit number—no alpha characters or hyphens)
- **Security Code** (ACH debit only)
- **Tax Type Code**
 - 04101 - Prepayment #1
 - 04102 - Prepayment #2
 - 04100 - Return Payment
 - 05600 - Prepayment of Sales Tax on Fuel Distributions
- **Tax Amount** (include the cents)
- **Penalty Amount** (if applicable)
- **Interest Amount** (if applicable)
- **Total Amount** (sum of tax, penalty, and interest amounts)
- **Verification Code** (ACH debit only)

Add the sum of the digits plus the number of digits in your total payment.

Example:	\$12,450.00	
Add	1+2+4+5+0+0+0	= 12
Count	1245000	= 07
Verification Code		= 19

- **Debit Date** (ACH debit only)
- **Required File Formats** (ACH credit only)
- **Publication 80**, *Electronic Funds Transfer Information Guide*—This publication is available online at www.boe.ca.gov by entering "pub 80" in the search box

ACH Credit Payment Method

For More EFT Information

Under this method, you instruct your financial institution to debit (move your tax payment from) your bank account and credit (deposit into) the BOE's bank account. For this type of transaction, you must ensure that your financial institution has the ability to send ACH credit transactions in the required file format. For file format information, please refer to publication 80, *Electronic Funds Transfer Information Guide*. (To access or order publication 80 online, see the directions on the back panel of this brochure.)

Cost

You will be responsible for any fees charged by your financial institution for setup and processing of your ACH credit transactions.

How to Make a Payment

Contact your financial institution directly.

Timely Filing and Payment

You must continue to file your tax returns on a timely basis. If you e-file and choose to pay by ACH credit, you must still initiate a separate ACH credit payment through your financial institution.

You must contact your financial institution to determine when to initiate your payment so it will settle into the BOE's bank account on time. You will need to give them the tax due date to help them determine when you will need to contact them. Tax due dates can be found in publication 80.

Payment Inquiry/Cancellation

Contact your financial institution directly.

File Format

ACH Credit instructions will be sent to you if you register for this payment method. Your financial institution will need information from this letter and a copy of the ACH Credit Specifications found in publication 80 to correctly report an ACH credit payment. Allow your financial institution at least 30 days to set up your account. If you need assistance, call the EFT Helpline at 916-327-4229.

- Write to us at:

State Board of Equalization
Return Analysis Unit
Attn: EFT Group
P.O. Box 942879
Sacramento, CA 94279-0035

- **Internet**—www.boe.ca.gov

Click on the E-Services tab, then "Electronic Funds Transfer" to Sales and Use Tax EFT/General Information.

- Publication 80, *Electronic Funds Transfer Information Guide*.

- To view online, go to www.boe.ca.gov and enter "pub 80" in the search box.
- To order online, go to www.boe.ca.gov.
 - Click on the Forms & Publications tab
 - Click on Overview
 - Scroll down to Order
 - Click on Online Ordering System
 - Enter your address information
 - Click or scroll down to Publications, then
 - Check Pub 80
 - Click "Submit form" on bottom of page
- Or, call 800-400-7115 for a copy.

Call the EFT Helpline for all other inquiries regarding the EFT program.

- EFT Helpline 916-327-4229.
FAX 916-322-8457 or 916-323-8741

